**Course Outline**  
**ESL Reading and Writing Skills - Level 3**  
**ESL 183RW-03-059306**  
**Time: Tues. & Thurs. 6:00- 8:45 pm**  
**Dates: January 28 - May 22, 2014**  
**Location: Hyman Hall, Room HH - 207**  
**Instructor: Martha Kehl**  
**E-mail:**[**MKehl@ohlone.edu**](mailto:MKehl@ohlone.edu)   
**Office Phone: 936-0335 (Please make sure to leave your phone number in the message.)**  
**Office hours: Before or after class - by appointment**. J*ust ask me.*  
**IMPORTANT: ALL YOUR CLASS INFORMATION IS HERE:**  [**http://183RW.wikispaces.com/**](http://183rw.wikispaces.com/)  
  
  
**Course Goal:** To help you build upon the English reading, writing, and grammar skills you acquired in ESL 182RW or your previous study of English and to prepare you for the increasingly sophisticated level of academic writing which you will encounter in 184RW.   
  
**Specific Goals:**  
This course emphasizes academic English skills that are necessary for higher levels of college study. You already have a good understanding of English grammar and skills in reading and writing. We will discuss how words are used and clarify grammar points to increase fluency and accuracy. You will have a solid review of the English verb system.  
  
**183 Reading and Writing: Student Learning Outcomes (SLOs):**

1. Read and analyze a variety of texts appropriate for students at this level of English proficiency.
2. Summarize, respond to, and analyze assigned reading materials in comprehensible written English.
3. Write a coherent and organized paragraph/short essay of 200 words or more, in class, based on reading material and/or topics appropriate for students at this level of English proficiency.
4. Use grammar covered in 181RW and 182RW with increased accuracy and fluency.

You will also be able to:   
--express yourself more clearly and effectively in writing multiple-draft paragraphs and short essays

--engage in peer review to improve your editing skill

--create Google Docs/Presentations

**Homework Required**: Because this is a 5-unit college class, you should expect to spend 8-10 hours each week on homework. Although this is a reading and writing class, you will have many opportunities to speak English with your classmates. **Daily class participation is necessary to pass this class**. I will keep track of your attendance and participation.   
  
**Required Books:** (Available in the Ohlone College Bookstore or on-line)  
**1. Longman Academic Reading Series 3 Fourth Edition**, by Judy L. Miller   
ISBN:978-0-13-276059-2  
**2. Longman Academic Writing Series 3 Fourth Edition**, by Alice Oshima  
ISBN: 978-0-13-291566-9  
**3. Grammar Sense 3B with Online Practice Access Code, Second** **Edition,** by Susan K Bland ISBN: 978-0-19-448918-8  
**Other required materials:**  
**--**2 or more - 16 page **Exam Books** 11X8 1/2 (Large size) These are called also "Green Books". They can be purchased in the vending machines in Hyman Hall or at the Ohlone Bookstore.   
-- 1 inch binder with lined paper

-- Paper English Dictionary for in-class writing

* I recommend Cambridge Advanced Learner's Dictionary of English - with CD or the Longman Advanced American Dictionary **I do not recommend pocket electronic dictionaries for this or any English class beyond this level.**

**Attendance Policy:** Regular attendance is necessary for success in this class. Plan on arriving to class early so you will be ready to start at 6:00 pm. Quizzes and tests will often begin in first few minutes of class. There will be an in-class assignment, test or activity that will be graded in almost every class session, so you don't want to miss any classes or you will lose points and your grade will drop. Do not plan to take a vacation during class time. If you are absent during the first two weeks of class, you must notify me immediately, or you may be dropped from the class.   
  
**Homework:**

You will be responsible for 5 multi-draft written assignments. I will request that you submit these assignments to me as Google Docs so that we can share ideas and keep an e-portfolio of multiple drafts.

In addition: many of your homework assignments will be done directly in the workbooks. Occasionally I will do homework checks and assign a grade for completed work in the book. You cannot pass this class without doing homework.   
  
You are responsible for doing *ALL* homework even if you were absent when it was assigned. Therefore, ***if you are sick or absent for any reason***, you should do the following things:   
  
--Find out the new homework that was given in class and do it as soon as possible. You can go online to [**http://183RW.wikispaces.com/**](http://183rw.wikispaces.com/)

--If you are sick, you may e-mail me any homework that is due that day in a Microsoft Word attachment or Google Doc. Send it to [mkehl@ohlone.edu](mailto:mkehl@ohlone.edu)

**Grading: Tests and Assignments -- Late homework will lose 10% per day it is late. (An assignment due Tuesday, if turned in the next Thursday, will lose 20%. An assignment due Thursday, if turned in on the following Tuesday, will lose 50%). Keep up on your work!**

In-class reading and writing - 25%(These are in-class reading assignments, reading comprehension exercises, paragraphs and essays written in class.) 

Writing Portfolio - 25% (This is a collection of 4-5 multiple-draft paragraphs and essays written outside of class and sometimes edited in class which I will grade. You will keep these in your portfolio and then in the last weeks of class, you will revise your best work for the final grade.)

Grammar Tests – 30%

Final exam 20%  
  
  
**Tests:**Tests dates will be announced in class before they are given. Do not be absent on test days. You may not make up tests but you may drop your lowest test score. **The final exam, as scheduled by the college, is Tuesday, May 20, 7:30-9:30 p.m. This is the last day of class, and you must be present** on this day. **Please note the time of the exam is one hour later than our usual class time.**

**Traditional grading:**  
**90-100% = A excellent**  
**80-89% = B good / above average**  
**70-79% = C passing / average**  
**69 or below = not passing**  
  
You must have a passing average of 70% or above, **not only for your overall grade, but also on your in-class writing, portfolio and other homework and tests** in order to advance to ESL 184RW.   
  
  
**CHEATING: If you copy someone else's words for any writing assignment or test,** **you are cheating, and you will get** **no credit** on the assignment or test. You may fail the class as a result. On a test, you also must not use any notes or other materials without my permission. 

**\*Plagiarism is using someone else’s words or ideas (without giving them credit), and it is wrong, whether the source is a book, a website, a paper, or anything else. If you copy or plagiarize anything, you will get no credit for the assignment, and I will also write a report about your actions to the college.**

**The only way you can use someone else’s words is to put quotes ("") around those words. You must also give the source of those words (where they came from—the website, book, page number, etc. in parentheses in your paragraph). If you don't use quotes and give the source, you are plagiarizing. It is very easy for me to tell the difference between writing that you do by yourself and writing that you copied. Don’t copy anything!**  
  
**If you use any kind of translation service, website, software, or program to do an assignment (other than an electronic dictionary), I will not accept it.**  
  
Keep all of your written work **after I give it back to you. If I forget to record your score or suffer a computer failure, you can show it to me later to prove that you have done it. Keep all your work together and in order, in one folder.**  
  
Important Dates: If you choose to dropthe class, **you are responsible for doing it online or filling out an add/drop form. Otherwise, you will get an “F” in the class if you do not attend. These are the deadlines:  
  
Last day to submit petition to audit full-term class……………………. Friday, February 7   
Last day to add full-term class with add authorization code…………. Sunday, February 9\*   
Last day to drop full-term class and be eligible for a refund ………… Sunday, February 9\*   
Last day to drop full-term class without a W grade ……………………. Sunday, February 9\*  
Last day to petition to complete class on a pass/no pass basis…….. Thursday, February 21  
Last day to drop full-term class with a W grade………………………… Friday, April 25  
  
  
School Holidays:**President’s Weekend:**February 14-17, 2014**Spring Break:**March 24-30, 2013 - NO CLASSES**

The English Learning Center(ELC)\*\* in Hyman Hall (2nd floor) allows you to . . . 

1. Use the computers (for free) to type your assignments (but you must save your work on your own memory device or e-mail it to yourself)
2. Print your papers (15 cents per page after you buy a $5.00 card). (Color printing is more).
3. **Ask questions of the instructors or tutors who work there**, but do not ask them to fix or correct your papers. This is not their job. They will give you advice and guidance on how YOU can improve your paper.
4. Use computer programs, books, and other resources to improve your English (for example, there’s a program called Fish Trek to help you learn to use articles such as *a, an,* and *the* correctly).

**Counseling:** Both academic and personal counseling are available at Ohlone, and all students should meet with a counselor to discuss their academic plans and progress at least once per semester. For more information about counseling, go to <http://www.ohlone.edu/org/counseling>.   
  
Note: If you have a documented disability and would like to discuss special arrangements for testing, or other services, please discuss this with me as soon as possible.

**Mental Health and Stress Management:**

The staff and faculty of Ohlone College are here to see you succeed academically and care about your emotional and physical health. You can learn more about the broad range of confidential student services, including counseling and mental health services available on campus by visiting the Student Health Center in building 7 or [http://stepupohlone.org/oncampus-resources/](https://email.ohlone.edu/owa/redir.aspx?C=xiY91Z7MJky6vFdlHoGCKu22Fqgby9AI9ZxtGTwtEd_fpPzLSFn7M8jMGUKLPzycHGXEvVZ6gic.&URL=http%3a%2f%2fstepupohlone.org%2foncampus-resources%2f). The Crisis Support Services of Alameda County offers a 24-Hour Crisis Line: 1-800-309-2131.